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**HADDON TOWNSHIP BOARD OF EDUCATION
CUSTODIAL, MAINTENANCE AND GROUNDS
STAFF MANUAL**

July 1, 1992 - June 30, 1995

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SECTION I

WORK HOURS

High School

Shift I	7:30 A.M.	-	4:00 P.M.
Shift II	3:30 P.M.	-	12:00 A.M.
Shift III	11:30 P.M.	-	7:30 A.M.

Elementary

Shift I	7:00 A.M.	-	3:30 P.M.
Shift II	1:00 P.M.	-	9:30 P.M.
Part-time	3:00 P.M.	-	7:00 P.M.
	5:00 P.M.	-	9:00 P.M.

ALL FULL TIME SHIFTS INCLUDE 1/2 HOUR FOR LUNCH

SECTION II

SALARIES

1. The salary of each full time employee will be increased up to 8.5% for the 1992-93 school year and 8.3% for the 1993-94 school year. Salaries for the 1994-95 school year will be settled by the negotiating committees for the Board and the Custodial, Maintenance and Grounds staff prior to the 1994-95 school year. Evaluations will continue to be used as a basis for the award of salary increases.
2. Each employee employed on a twelve (12) month basis shall be paid in twenty four (24) semi-monthly installments.
3. When a payday falls on or during a school holiday or weekend, employees shall receive their paychecks on the last previous working day.
4. The schedule of paydays shall be distributed to all employees during or before the first week of school.

SECTION III

HOLIDAYS

Employees shall be entitled to the following paid holidays:

New Year's Day
Martin Luther King's Birthday
President's Weekend (Friday and Monday)
Easter Holiday (Friday or Monday)
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day (Thursday or Friday)
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

If holidays fall on a Saturday or Sunday, an alternate day shall be designated.

The schedule of holidays shall be distributed to all employees during or before the first week of school.

If the holiday schedule must be adjusted due to changes in the regular school year calendar, the spokesperson for the Custodial, Maintenance and Grounds staff and the Assistant Superintendent/ Board Secretary shall determine a mutually agreeable adjustment in the holiday schedule.

SECTION IV

VACATIONS

Twelve month employees shall be granted vacation time according to the following schedule:

<u>Years Worked</u>	<u>Weeks of Vacation</u>
Less than one year of service	One week (pro-rated based on number of months served)
One to Four years	Two weeks
Five or more years	Three weeks
Nine or more years	Three weeks and one day
Twelve or more years	Three weeks and two days
Fourteen years	Four weeks

SECTION V

SICK LEAVE

All ten-month employees shall be entitled to ten (10) days sick leave and all twelve-month employees shall be entitled to twelve (12) days sick leave each school year, as of the first day of the school year. Unused sick leave days shall be accumulated from year to year with no limit.

Any employee who retires according to the provisions of the Public Employees Retirement System in order to receive immediate benefits and not merely "deferred retirement" shall be eligible for payment for unused sick leave at the rate of \$14.00 per day for the 1992-93 school year and \$16.00 per day for the 1993-94 and 1994-95 school year. The total amount paid to any one employee shall not exceed \$2,520.00 in the 1992-93 school year and \$2,880.00 in the 1993-94 and 1994-95 school years. To be eligible, an employee must notify the Board of the intention to retire at least seven (7) full months prior to the effective day of the retirement to be eligible for the bonus to be paid on July 1. If the employee notifies the Board after December 1, it will result in payment of the bonus the following year on July 1.

Sick days eligible for reimbursement shall be those days which were accumulated in the district up to a maximum of 180 days when an employee retires. The employee must qualify as follows:

<u>Minimum Yrs. of Service in H.T. School District</u>	<u>Minimum Days of Unused Sick Leave</u>
10	90
15	25

SECTION VI

TEMPORARY LEAVE OF ABSENCE

- A. Employees shall be entitled to the following temporary leave of absence with full pay. Applications to the Asst. Supt./Board Secretary through the Superintendent of Buildings and Grounds for the desired leave shall be made at least one day before the date of such leave. This one day limit may be waived by the Asst. Supt./Board Secretary in case of emergency.

1. **Personal**

Three (3) days leave of absence for personal business matters which require absence during the school hours.

a. **Regulations Regarding the Approval of Personal**

Leave Applications by the Asst. Supt./Board Secretary

- 1) Personal leave shall be approved when said leave is necessary to fulfill legal or other important personal responsibilities which cannot possibly be scheduled before or after work hours.
- 2) Personal leave will not be approved for recreational purposes, extending vacations, transporting children to or from college, accompanying spouse on business or vacation, supplementing income from second job, or for frivolous activities.
- 3) Personal leave shall not be approved on the day before or the day after school closings, recesses, or vacation periods, except with prior approval of the Asst. Supt./Board Secretary.
- 4) One of the three personal days may be taken without prior permission of the Asst. Supt./Board Secretary, but shall require at least one day prior written notice. Such days may not be taken on the day before or after school closings, recesses, or vacation periods in accordance with the provisions of A.1.a.3.
- 5) All unused personal days shall be carried over and credited to unused accumulated sick leave for future use.

SECTION VII

INSURANCE PROTECTION

- A.** The Board agrees to provide health insurance, including family coverage where applicable, to all employees. The plan shall be equal to or better than the New Jersey State Health Benefits Plan in effect on 6/30/91 with the modifications noted in the summary of benefits which is attached to and made a part of this agreement as Appendix A.
 - 1.** The Board agrees to continue to make available the various health maintenance organizations (HMOs) which are offered by the New Jersey State Health Benefits Plan. For the period from July 1, 1991 through February 29, 1994, the Board's monthly contribution to the cost of the HMO's shall equal and not exceed the monthly rates in effect for the New Jersey State Health Benefits Plan. Effective March 1, 1994, the Board's monthly contribution shall equal and not exceed the monthly rates then and thereafter in effect for the health plan then in place.
- B.** The Board will provide family dental insurance to all employees. The level of benefits will be equal to or better than the level of benefits in effect on 6/30/91. A summary of the table of benefits is attached to and made a part of this agreement as Appendix B.
- C.** The Board will provide family prescription insurance to all employees. The co-pay per prescription will be \$4.00/\$2.00. A summary of the benefits is attached to and made a part of this agreement as Appendix C.
- D.** During the term of this contract, the Board shall establish a \$250 fund for the reimbursement of employees whose vehicles are damaged through vandalism or accidents not caused by the employee on school grounds. The fund shall be used only to reimburse the insurance deductible. The employee shall file a report with the principal within 24 hours of the incident and shall provide the principal with all pertinent information regarding possible suspects. The fund shall not be accumulative from year to year and shall not be replenished, if claims exceed the established amount.

SECTION VII

OVERTIME

Each employee who actually works in excess of forty (40) hours per week shall receive pay for such excess time at one and one-half (1-1/2) times his regular hourly rate.

Employees who, for whatever reason, do not actually work forty (40) hours in a given week (e.g. holiday, vacation, etc.) and are asked to work overtime on a particular day by the Superintendent of Buildings and Grounds on an emergency basis shall be eligible to be paid at one and one-half (1-1/2) times his regular hourly rate.

All overtime must have prior approval of the employee's immediate supervisor.

When an employee is called in on an emergency basis to respond to burglar or fire alarms, he shall be paid a minimum of two (2) hours at his regular hourly rate.

SECTION IX

UNIFORMS, JACKETS, SHOES

All employees shall receive two sets of uniforms (trousers and shirts) upon employment. Uniforms must be worn at all times while on duty.

In each subsequent year, the employee has the option of the following:

1. Two sets of uniforms
2. One uniform and credit toward a jacket and/or shoes
3. No uniform and credit toward a jacket and/or shoes

If the employee selects option 2 or 3 above, payment must be made for the jacket and/or shoes by the employee, and a receipt must be submitted to the Board Office for payment. In no event shall the reimbursement be more than the cost to the Board for one uniform (option 2) or two uniforms (option 3).

The jacket shall be standard for all employees as selected jointly by the employee group and the Board.

Shoes shall be approved by the Superintendent of Buildings and Grounds.

SECTION X

BOILER'S LICENSE/SCHOOL

All schools must have an employee with a New Jersey boiler's license on duty while the building is occupied.

Employees who attend boiler's school will be reimbursed for tuition and books. Reimbursement will be made upon receipt of documentation from the employee and will be made upon satisfactory completion of the course.

The following stipends will be paid for possession of a New Jersey boiler's license:

1992-93 school year	\$550
1993-94 school year	\$550
1994-95 school year	\$600

Payment will be made in two equal installments on December 1 and June 1 of each year. The stipend will be pro-rated if the license is obtained during the school year.

APPENDIX A

HEALTH INSURANCE - SCHEDULE OF BENEFITS

MEDICAL

Hospital Room and Board	Semiprivate in full for 365 days per calendar year; 30 days for Mental Illness.
Hospital Miscellaneous	Unlimited
Preadmission Testing	Charges involved with all tests performed on an outpatient basis within 7 days of confinement at the same hospital will be covered in full.
Surgical	Reasonable & Customary in full.
Anesthesie	Reasonable & Customary in full.
2nd Opinion Consultation	Reasonable & Customary in full for non-emergency elective surgery.
X-Ray and Lab	Reasonable & Customary in full.
Doctor's Visit (In-hospital)	Reasonable & Customary in full, 365 days per calendar year.
Additional Accident	\$300 Maximum
Radiotherapy	\$560 Schedule allowance, per person per year.
-Physical Therapy	\$50 per year per person on 100% basis.
-Routine Physical	One routine physical every 24 consecutive months per person. Reasonable & Customary in full.

MAJOR MEDICAL

Maximum	Unlimited
Deductible	\$200 per person, per calendar year with no more than \$400 accumulative per family per year. Effective 1993-94, \$300 per person, per calendar year with no more than \$500 accumulative per family per year.
Coinsurance	80% on 1st \$2000 expenses; then 100% for balance of calendar year.

Mental & Nervous:
(Outpatient)
(Inpatient)

80% of a Reasonable & Customary charge.
Semi-private, payment at 80%.

Total Maximum

For outpatient and inpatient, there
is a lifetime maximum of \$20,000.

Well Baby Care

80% of routine care up to age 4.

APPENDIX B

DENTAL PLAN

DEDUCTIBLE	None
MAXIMUM	\$1000 payable per person, per calendar year with Orthodontia limited to an additional \$800 per person, over 5 consecutive years.
BENEFITS	<p><u>Class I</u> - Diagnostic and General Plan pays 90% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. examinationsb. emergency treatmentsc. x-rays and lab testsd. teeth cleaning - prophylaxise. flouride treatmentsf. space maintainers <p><u>Class II</u> - Plan pays 60% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. anesthesiab. restorative - fillings, recementing of inlays and crowns; crowns, inlays and gold restorations will be provided when teeth cannot be restored with other materialsc. endodontics - pulp capping and root canal therapyd. periodontics - gum disease treatment & surgerye. prosthodontics - maintenance of dentures & bridgesf. oral surgery and extractions <p><u>Class III</u> - Plan pays 50% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. gold & Porcelain inlaysb. gold foil restorationsc. crowns - capping of teeth (as part of bridge)d. prosthodontics - making and installing the bridges and dentures <p><u>Class IV</u> - Plan pays for 50% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. orthodontia - braces on teeth (children only)
CHILDREN	Dependent children covered to age 19; 23 if full-time student. to 7/1/92. From 7/1/92, dependent children covered to the end of the calendar year in which they turn 23, living in a normal parent/child relationship.
DENTAL CAPITATION OPTION	Will be made available if the carrier is able to benefit as part of overall dental program

Note: Benefits retroactive to the first day of the month following ratification. (November 1, 1991)

APPENDIX C

PRESCRIPTION DRUG PLAN

ADMINISTERED BY: Paid Prescriptions, Inc.

INSURED BY: Connecticut General Life Insurance Company

WRITTEN THROUGH: Grinspec, Inc. Trust

DEDUCTIBLE: \$4.00/\$2.00 co-pay

ORAL CONTRACEPTIVES: Excluded, unless prescribed to treat a medical condition

GENERIC DRUGS: Deductible reduced to \$2.00 if prescription filled with Generic Drugs.

MAIL ORDER BENEFIT: Supplies of up to 90 days are available through a mail order arrangement with no deductible applied.

DEPENDENT CHILDREN: 1/1/92. From 1/1/92, dependent children covered to the end of the calendar year in which they turn 23, living in a normal parent/child relationship.

LIMITATION: No payment will be made for expenses incurred for:

- * immunization agents, biological sera, blood or blood plasma;
- * experimental drugs labeled "Caution-limited by Federal Law to investigational use";
- * medication which is taken or administered, in whole or in part, at the place where it is dispensed or while a person is a patient in an institution which operates or allows to be operated, on its premises a facility for dispensing pharmaceuticals;
- * any refill dispensed more than one year from the date of a physician's order;
- * more than a 34 day supply or more than 100 unit doses, whichever is greater when dispensed in any one prescription order. See mail order benefit above;
- * any medication which may be obtained without charge through any public program, other than Medicaid.

